
Contract Requirements Evaluation & Implementation

Jefferson Science Associates, LLC
Thomas Jefferson National Accelerator Facility

Date: 14-APR-08

WHY CONDUCT REQUIREMENTS ANALYSIS ?

- *Previous SURA Contract was under Work Smart Standards Process.*
- *New JSA Contract added specific DOE Directives in Appendix E.*
 - *Included ESH & Non-ESH Directives.*
- *Site Office & JSA recognized a need to review the Contract Directives in the new Appendix E prior to transitioning from Work Smart Standards to the new contract expectations.*

PROJECT TIMELINE

- ***JSA – DOE Agreement to evaluate Directives:***
 - May 16, 2006
- ***JSA Mobilized and Conducted Contract Requirements Value Analysis Study Workshops:***
 - Start: 9/2006 Completed: 6/30/2007
- ***JSA Submitted Quarterly Results & Analysis to DOE Field Office:***
 - Completed: 12/31/06, 03/31/07, & 6/30/2007
- ***DOE Field Office Reviewed Submittals to Accept or Reject Proposed Requirements:***
 - Completed: 11/2007
- ***JSA Submitted Implementation Plan Approach to DOE Field Office:***
 - Completed 12/21/2007
- ***JSA & DOE Field Office held additional discussions surrounding requirement differences & finalized approach to submit requirement implementation plans:***
 - Completed 2/2008

PROJECT TIMELINE

- ***DOE Field Office Modified the Contract Appendix E with 51 Directives:***
 - Completed 3/11/08
- ***JSA Submitted Compliance Implementation Action Plan:***
 - Completed 4/11/08
 - 26 Directives determined to be fully compliant
 - 25 Directives determined to be partially compliant
- ***JSA To Submit Compliance Implementation Plans:***
 - In Process

PROCESS STEPS

- *A High Performance Work Team using Value Methodology was established as the mechanism to perform the review and analysis of Directives*
- *Scope Statement Sheet Developed*
 - Determined team members (included Site Office)
 - Articulate Scope Statement & Team Charter
 - List Objectives & Deliverables
 - Website set up to post project information
 - Kick-off Conducted
- *Commenced Team Activities*
 - Conducted Information-Discovery
 - Performed Function Analysis
 - Brainstormed Alternatives as appropriate
 - Eg. Use or apply an industry standards in lieu of a DOE Directives
 - Filter out expired directives
 - Evaluated applicability of specific directives and related Contractor Requirements Documents (CRD'S) vs. site operational processes
 - Developed a Multi-user Tool to capture decisions
 - Selected & recommended directives & alternatives
 - Presented results
- *Transmitted results to Site Office for their review*
 - Submitted in 3 quarterly packages

WORKSHOP RECOMMENDATIONS

➤ ***EVALUATED 81 CONTRACT DIRECTIVES:***

- *79 Directives in the original base contract beginning 6/1/06*
- *2 Directives Added during the evaluation and analysis*
 - ✓ ***47 of 81 Directives*** recommended for exclusion, **or 58%** of the total number of the original set of Contract Directives.
 - ✓ ***34 out of 81 Contract Directives***, or about **42%**, which were originally in Appendix E, Section J, List B were recommended to remain in whole or part.
 - ✓ 21 Directives concurred for total inclusion
 - ✓ 13 Contract Directives CRDs recommended for partial inclusion.
- *5 Directives Added Post Workshop*

FINAL RESULTS

➤ ***FINAL APPENDIX E CONTRACT MODIFICATION:***

- ✓ *35 of 47 Directives, recommended for contract exclusion, were omitted from Appendix E*
- ✓ *51 Directives were modified into the contract*
 - *Included 7 additional directives not originally in Appendix E at start of the contract*

RECENT ACTIONS

- *Submitted Implementation Action Plan 4/11/08:*
 - *Determined compliance status of 51 Appendix E Directives:*
 - ✓ *26 Directives determined to be fully compliant*
 - ✓ *25 Directives determined to be partially compliant*
 - *Implementation Action Plan Included:*
 - ✓ *Actions and Dates to submit Compliance Implementation Plans*
 - ✓ *Programmatic and Operational Impacts*
 - ✓ *Resources needed to fully comply*

NEXT STEPS

- *Lab SME's are in process of completing individual Compliance Implementation Plans, where applicable*
- *Compliance Implementation Plans will address level of compliance*
- *Compliance Plans will be submitted to Site Office for Approval*
- *Execute Approved Plans and conduct compliance Assessments*